

SFMA

Sports Field Manager – Position Description

Definition

The sports field manager is entrusted with the operation and management of sports fields and facilities.

General responsibilities

He or she is responsible for:

- Supervising the construction, maintenance and scheduling of sports fields and facilities;
- Overseeing the purchasing, maintenance and repair of equipment used on sports fields and the specifying and purchasing of all products and services;
- Rendering professional advice, opinions, assistance and services to the employer and user groups, as required;
- Participating in all master planning meetings.

Reporting

The sports field manager typically reports directly to one of the following individuals:

- Athletic Director
- Director of Facilities
- Team Owner or Team Operations Director
- Director of Buildings and Grounds
- Director/Superintendent of Parks

Typical functions

The sports field manager assumes responsibility for managing and maintaining sports fields and facilities, which may include:

- Athletic fields (natural grass and synthetic surfaces)
- Field management equipment
- Irrigation systems
- Sports field lighting and sound systems
- Facility grounds, landscaping/ornamentals, and xeriscaping
- Tree inventory and management
- Stadiums, field houses, aquatic centers, historic sites, cemeteries
- Tennis courts, running tracks, and other sports and recreational facilities
- Parking lots and special game day parking areas
- Open spaces, wooded areas, and unused acreage
- Lakes, ponds, and other water features
- Sod farm, nursery, and greenhouses
- Other properties as specified in writing by the sports field manager's employer

Additional functions

In addition, the sports field manager may assume the following responsibilities:

- Manages construction, renovation and/or reconstruction of sports facilities, whether performed in-house or by outside contractors;
- Prepares the annual budgets for the maintenance and capital improvement of sports facilities in accordance with master plans and defined maintenance standards;
- Interviews, hires, trains, directs, and supervises a staff of employees for the purpose of maintaining the sports facilities and other properties. He/she has the authority to evaluate, discipline and terminate employment of subordinates;
- Keeps accurate and complete records on payroll, inventory, weather data, maintenance procedures, chemical applications, etc.;
- Plans maintenance and project work to achieve the agreed-upon maintenance standards and master plan to comply with ADA requirements, and oversees the training, scheduling and deploying of personnel to accomplish the work in compliance with OSHA and Worker Right-to-Know standards;
- Develops and implements plans to reduce impacts on the environment including recycling, storm water management, waste management and erosion control; achieve LEED certification, and improve the overall sustainability of the facilities;
- Manages non-athletic related events;
- Manages playgrounds and playground certifications;
- Manages vehicle fleet in compliance with DOT;
- Implements snow and ice removal on natural and synthetic fields, and in general areas such as parking lots, bleachers, and walkways;
- Oversees asphalt and concrete construction, repairs and maintenance;
- Controls traffic signage, signal lighting, parking lot lighting, traffic striping, and traffic management systems;
- Specifies, purchases (or leases) equipment and necessary supplies/materials to maintain the sports facilities and properties;
- Manages inventory and oversees the preventive equipment maintenance and replacement programs;
- Approves all expenditures and exercises cost control measures to keep operating and capital expenses in line with the approved budgets;
- Develops and implements disaster planning, and security measures for events and teams;
- Communicate with users of the field (coaches, players, parents, spectators) if necessary.
- Communicates regularly with other members of the top management team to discuss activities, goals, plans and user input;
- Baseball Specific: Manages infield skin, mound and home plate areas, grass to skin transition.

Employment standards

Requires:

- Advanced knowledge of agronomy and environmental turfgrass management practices including pest/disease/weed management; an understanding of soil chemistry; a working knowledge of sports field construction principles, practices and methods; and a thorough understanding of the sports governing bodies' requirements for field layout and marking;
- A high degree of administrative and executive ability, especially in terms of problem solving and decision making;
- Excellent oral and written communications skills;
- Knowledge of current federal, state and local laws and regulations affecting the management and operations of sports fields and facilities (including, but not limited to employment, safety and environmental standards, laws and regulations);
- Participation in continuing education opportunities such as seminars, workshops, web-based training courses, field days and trade shows;
- May require certification as a Certified Sports Field Manager (CSFM), and current state certification or licensing as a pesticide applicator.